

## **BUSINESS FINANCIAL PLAN**

Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan for a business venture. The financial plan requesting a loan from a financial institution must be economically and financially sound with a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, implement written and oral skills, and develop familiarity with procedures of financial institutions.

### **CONTENT**

The Business Financial Plan should address the topic that is published in the National Chapter Management Handbook for the current year.

### **ELIGIBILITY**

Each district may submit one report. Local members do not have to attend the State Leadership Conference to enter this event.

The report may be authored by an individual or teams of two or three members. The report must not have been submitted for a previous State Leadership Conference. In the event of a team entry, no more than one team member may have competed in this event at a prior State Leadership Conference.

### **REGULATIONS**

1. An on line entry must be submitted no later than March 17. Two copies of the report (original or copy) must be postmarked no later than March 17.
2. The report formats must adhere to the following guidelines:
  - A. Report Contents
    1. Reports must contain a table of contents. A title page, divider pages and appendices are optional.
    2. Report pages must be numbered.
    3. Reports must not exceed 15 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
    4. Pages must be standard 8 ½" by 11" paper.
    5. Pages must not be laminated or bound in sheet protectors.
    6. Reports may be single- or double-spaced.
    7. Each side of the paper providing information is counted as a page.
    8. Valuable items should not be included with the report. Copies should be sent rather than important original documents.
    9. No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.
    10. Follow the Rating Sheet sequence in writing the report.
  - B. Report Covers
    1. Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front and back cover.

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2. Report covers must contain the following information: Name of the School; State Name and Number; Name of the Event; and Year (200x-200x). They may also contain other information.
3. The report covers are not counted against the page limit.
4. Cut out cover stock covers are allowed, but the page containing the cover information is counted in the page count.
5. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
6. All reports must be bound (e.g. tape binding, spiral binding, etc.)
7. No items, such as labels or decals, may be attached to the front cover.
8. Two- or three-ring binders are not acceptable as report covers.
9. Report covers must not exceed 9½" x 12".

### C. General Requirements

1. Student members, not advisers, must prepare reports. State and local advisers, as well as local financial institutions, should serve as consultants to ensure the financial plans are well organized, contain substantiated statements, and are prepared in an acceptable format.
2. Students must prepare a written synopsis of no more than 500 words that summarizes the loan. Two copies of the synopsis should be included with the submission of the report.
3. Entries must adhere to all of these regulations or be assessed penalty points up to 20 points total.

## FORMAT

The report format should follow that of the rating sheet. If it does not, the report will be disqualified. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business financial plan with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

## PROCEDURES

1. The state office secures judges and sets the date for judging. The date is usually two weeks preceding the State Leadership Conference.
2. Reports are returned to advisers at the end of the conference. If time and space permit, projects are on display for members and advisers to view during the conference.

## JUDGING

Judges complete a rating sheet on each project and assign a rank to it. The rating sheets should substantiate the rankings.

The rank given by each judge for the report is recorded on a ranking sheet. The ranks for each report are totaled. The report with the highest rank is the winner. The highest rank is one.

In the event of ties, the report receiving more small numbers from the judges is the winner. If ties remain after using this step, judges are to break the ties.

## AWARDS

A plaque is awarded to the first place through fifth place winners and certificates are presented to the chapters winning sixth through tenth places.

## REPRESENTATION AT NATIONAL

The first and second place winners are entitled to represent the state chapter at the National Leadership Conference.

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Rank the reports within a first to last order. No ties.

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
<u>Synopsis</u> *Summarizes the company, the purpose of the loan request and the financial plan (500 words or less).	0	1 - 10	11 - 20	21 - 30	
<u>Company Description</u> *Description of the business *Legal form of business *Company mission statement/vision *Company governance *Company location(s) *Long- and short- term goals	0	1 - 7	8 - 14	15 - 20	
<u>Operations and Management</u> *Business facilities described *Management personnel identified *Workforce described (current and projected)	0	1 - 7	8 - 14	15 - 20	
<u>Target Market</u> *Target market defined (size, growth potential, needs) *Effective analysis of market's potential, current patterns, and sensitivities	0	1 - 10	11 - 20	21 - 30	
<u>Financial Institution</u> *Name and type of financial institution to which loan application is being made *Rationale for choosing this financial institution	0	1 - 8	9 - 18	19 - 25	
<u>Loan Request</u> *Purpose of loan and amount requested *Itemized planned expenditures *Plan for repayment *Projections for future stability of company	0	1 - 10	11 - 20	21 - 30	
<u>Supporting Documents</u> *Works cited page	0	1 - 5	6 - 10	11 - 15	

## Rating Sheet - Missouri FBLA

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Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Format of Report</b> Clear and concise presentation with logical arrangement of information	0	1 - 3	4 - 7	8 - 10	
Creativity of written presentation, design, and graphics	0	1 - 3	4 - 7	8 - 10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 - 3	4 - 7	8 - 10	
<b>Penalty Points</b> Deduct 5 points each for not adhering to Report Guidelines (maximum of 20 points) ____cover Incorrect ____missing table of contents & page numbers ____binding incorrect ____over thirty pages, pasted items ____no page numbers in report ____2 copies of report not received ____report format does not follow rating sheet _____Total Penalty Points					

**Total Points**

/200 max.

Verification of total score (initials)

\_\_\_\_ Event Supervisor

\_\_\_\_ Event Supervisor



**RANKING SHEET - MISSOURI FBLA  
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NAME OF SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller Number Wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

$\downarrow \quad \downarrow \quad \quad \downarrow$   
**Example: 1 2 6 = 9 2 } Tied for second place      Winner**  
                   2 3 4 = 9 2

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.